



Aquatics Director
PART-TIME: Seasonal & Weekly Hours
NON-UNION WAGE BAND: \$20.00/hour
Approved: September 1, 2025

General Position Functions

The Aquatics Director is responsible for the safe and effective operation of the Town's outdoor aquatic facility, including supervision of aquatic staff, delivery of swim programs, enforcement of safety protocols, and coordination of pool maintenance. This leadership role ensures that all aquatic programs meet municipal, provincial, and national standards, while providing a positive and engaging experience for the community.

Accountability

The Aquatics Director reports directly to the Manager of Recreation Services.

Specific Job Responsibilities

Leadership & Staff Management

- Train, schedule, and supervise aquatic staff, including lifeguards, junior lifeguards and swim instructors.
- Provide ongoing mentorship, coaching, and performance evaluations.
- Lead pre-season and in-season training sessions to ensure safety, skill development, and customer service excellence.
- Maintain appropriate staffing levels to meet safety ratios.

Program & Service Delivery

- Plan, implement, and evaluate aquatic programs, including swim lessons, lane swims, and special events.
- Ensure compliance with Lifesaving Society, municipal, and provincial program standards.
- Maintain accurate program records, attendance, and lesson reports.

Safety & Risk Management

- Ensure all staff follow emergency procedures, facility rules, and safety protocols.
- Oversee daily water quality testing, facility inspections, and maintenance reporting.
- Respond to emergencies and incidents, completing necessary reports and follow-up.
- Enforce compliance with provincial aquatic safety regulations, health codes, and fire ban protocols.

Facility Operations

- Coordinate with maintenance staff for pool operations, including opening, daily upkeep, and closing procedures.
- Manage equipment inventory, ordering replacements as needed.
- Maintain accurate operational logs (water chemistry, incidents, inspections).

Community Relations

- Act as the primary contact for pool-related inquiries and concerns.
- Foster a welcoming and inclusive environment for all facility users.
- Promote aquatic programs through community outreach and marketing initiatives.

Qualifications and Expectations

Required

- Up to date certification in: St. John's Ambulance First Aid, RLSSC Aquatic Emergency Care **or** Canadian Red Cross Standard First Aid.
- Certification in the Lifesaving Learn-to-Swim Program, along with training in the administration of this program.
- RLSSC-National Lifeguard Service certification.
- Knowledge of provincial and municipal aquatic safety regulations.

Assets

- Minimum 2 years' experience in aquatic program supervision or management.
- Strong leadership, communication, and conflict resolution skills.
- Demonstrated ability to organize programs and schedules efficiently.
- Knowledge of pool chemistry, water testing, and facility maintenance basics.
- Ability to work flexible hours, including evenings and weekends.

Working Conditions

- Requires outdoor work in varying weather conditions.
- Physical demands include walking, kneeling, crouching, and lifting (up to 25 lbs).

Work Schedule

- June - August: 35 - 40 hours/week position, 12-week contract.
- Evening and weekend work required based on operational needs.

To Apply

Please submit your resume and a cover letter outlining your work and volunteer experience. Don't forget to highlight times where you have worked to pull a team together towards a shared goal, why you are interested in this opportunity, what skills you have that you love sharing, and why we should pick you. We read a lot of resumes, so be creative!

Don't forget to indicate in your application which position(s) you are applying for. Resumes, cover letters, and three references can be either emailed in a word document or pdf to recreation@kentville.ca.

Please ensure that cover letters, resumes, and references are merged into one document.

Successful candidates must provide proof of a cleared vulnerable persons check (depending on age of candidate) prior to start date.

The Kentville Parks and Recreation Department thanks you in advance for your interest in summer employment with the Town of Kentville. Only those applicants selected for the interview process will be contacted. For clarification on the application process or for more information please contact by email: recreation@kentville.ca.